

JUL 21 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Establishment of the Career Service Staff,  
Office of Personnel

25X1A 1. Attached as Tab A is request dated 9 July 1954, covering the establishment of the Career Service Staff, pursuant to the provision of Regulation [REDACTED] which provides for the Career Staff of the Agency.

2. The proposed Staff of the Office of Personnel will provide administrative and clerical support for the CIA Selection Board and its Panel of Examiners.

25X9A2 3. The heaviest work load will occur during the first year of operation when the Staff will handle [REDACTED] cases of staff employees already eligible to apply for membership in the Career Staff plus an estimated  
25X9A2 [REDACTED] who will become eligible for membership during the year. If this work load is completed during the first year, the work load for succeeding years should drop sharply.

4. The work to be done by the proposed Staff is shown in Tab C, Outline of Procedure.

5. The proposed Staff consists of four Career Management Officers, two Career Management Assistants, a Secretary, and two Clerk-Typists for a total of nine. One of the positions, that of the Chief of the Staff, will be filled by transfer of presently approved position No. Q239. Approval of the request will require a ceiling increase of eight in the Office of Personnel ceiling, which should come from the Director's reserve. A request for such a withdrawal from the Director's reserve has been prepared for your signature and is attached as Tab D. We have been advised that the Office of Personnel cannot absorb this increase. We are unable to confirm this without making a complete survey of the Office. However, it should be noted that the bulk of the work to be done by this Staff is new work that is additional to the work being done by the present force of the Office.

6. Attached as Tab B is memorandum dated 19 July 1954, from the Budget Division stating that this request involves an increase of \$43,315 (on an annual basis) in the 1955 budget.

7. Your approval is recommended.

Chief, Management Staff


ATTACHMENTS:

Tab A  
Tab B  
Tab C  
~~Tab D~~

\* APPROVED:

Date: 3 Aug 54

25X1A

  
L. K. WHITE  
Deputy Director  
(Administration)

\*The Director has orally approved of the release of eight (8) ceiling positions from his Reserve in order to accommodate this request.

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It would appear that there should be a substantial reduction in the volume of work required of this Staff after the review and processing of initial applications for membership in the Career Staff. Accordingly, the Management Staff should audit the activities of this component on or about 1 February 1955 and report not later than 15 February 1955 as to the number of people necessary to carry on this work. While it is the responsibility of the AD/P to establish grade levels for the various positions, it appears to me that the Outline of Procedure for the Career Service Program might not support the grades requested. I would suggest that the AD/P give particular attention to this matter and that it be considered based upon the experience gained between now and the Management Staff audit on or about 1 February 1955.

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L.K.W.

FOR BENZOMMER

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OFFICE V22.1 DIRECTION

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JUL 9 1954

MEMORANDUM FOR: Deputy Director (Administration)  
THROUGH: Chief, Management Staff  
SUBJECT: Establishment of the Career Service Staff,  
Office of Personnel

25X1A 1. Regulation [REDACTED], "Career Staff of the Central Intelligence Agency", approved by the Director on 25 June 1954, specifies that "the CIA Selection Board will be provided a Secretariat consisting of a full-time Executive Director and such other administrative and clerical personnel as are required by the Board". It also states that the selection program will be carried out under the direction of the Assistant Director for Personnel.

25X9A2 2. To provide the required staff support to the Selection Board and the Panel of Examiners, additional personnel will be required in this Office. The magnitude of the undertaking may be envisaged from the fact that [REDACTED] staff employees became eligible to apply for membership in the Career Staff on 1 July and that [REDACTED] will become eligible during the course of fiscal year 1955. The processing of applications to enter the Career Staff, involving the analysis of personnel files and records for each applicant, the preparation of necessary briefs, the readying of cases for the abbreviated panel reviews, and similar staff support will require a staff of nine (9) personnel.

25X9A2

3. Accordingly, it is recommended that a unit designated, with mission as set forth in Attachment 1, as the Career Service Staff be authorized, reporting to the Assistant Director for Personnel, with the following Table of Organization:

Career Management Officer (Chief)	GS-15
Career Management Officer	GS-14
Career Management Officer	GS-12
Career Management Officer	GS-11
Career Management Assistant	GS-9
Career Management Assistant	GS-9
Secretary (Steno)	GS-6
Clerk (Typing)	GS-5
Clerk (Typing)	GS-5

TOTAL - 9 Positions

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4. The position of Chief, Career Service Staff, will be provided by the transfer of the currently approved position of Special Assistant for Career Service, GS-15, Q239, in the Office of the Assistant Director for Personnel. Therefore, it is requested that the personnel ceiling for the Office of Personnel be increased by eight (8) positions.

5. It is also requested that the necessary OI funds for the payment of salaries for the Staff be allocated in the Fiscal Year 1955 budget.

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Harrison G. Reynolds  
Assistant Director for Personnel

Attachment

- 1 - Statement of Mission  
Career Service Staff

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### CAREER SERVICE STAFF

#### CSS

Responsible for directing and coordinating the implementation of Agency policies in regard to acquiring and retaining membership in the Career Staff; for providing administrative and specialized professional support to the Assistant Director for Personnel in his capacity as Chairman of the CIA Career Council and as Chairman of the CIA Selection Board; for supporting the Assistant Director for Personnel in his responsibility for directing the selection program established in Regulation

25X1A [REDACTED] for coordinating the determination of criteria for the evaluation of abilities, capabilities and deficiencies in order to determine an individual's suitability for selection into the Career Staff; and for providing administrative support to the CIA Honor Awards Board and such other Agency-wide boards and panels as are constituted under the aegis of the CIA Career Council. The Chief, Career Service Staff will concurrently serve as Executive Director of the CIA Selection Board.

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Approved For Release 2001/08/09 : CIA-RDP78-03568A000900020030-7

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 19 July 1954

FROM : Chief, Budget Division

SUBJECT: Establishment of the Career Service Staff, Office of Personnel

1. This Office has reviewed the attached proposal submitted by the Office of Personnel requesting that their personnel ceiling be raised by 8 positions and that a corresponding increase in their fund allowance be made for fiscal year 1955 to provide for 01 salaries in order to carry out the functions of the CIA Selection Board as specified in Regulation [REDACTED] "Career Staff of the Central Intelligence Agency", approved by the Director on 25 June 1954.

2. Although staff support will require a staff of nine (9) personnel, the position of Chief, Career Service Staff, will be provided for by the transfer of the currently approved position of Special Assistant for Career Service, GS-15. The following summary of the remaining 8 positions reflects the costs based on annual base salaries:

Career Management Officer . . .	GS-14	\$ 9,600
Career Management Officer . . .	GS-12	7,040
Career Management Officer . . .	GS-11	5,940
Career Management Assistant . .	GS- 9	5,060
Career Management Assistant . .	GS- 9	5,060
Secretary (Steno) . . . . .	GS- 6	3,795
Clerk (Typing) . . . . .	GS- 5	3,410
Clerk (Typing) . . . . .	GS- 5	3,410
		<u>43,315</u>

3. If approved, the ceiling for the Office of Personnel will be increased from [REDACTED] and a corresponding increase of approximately \$43,315 will be required for 01 salaries. It should be noted that no provision has been made for the above requested increase in fiscal year 1955 and if approved, the increase will have to be either absorbed by the Office of Personnel or obtained from other sources.

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TAB

Office of Personnel  
Career Service Staff

OUTLINE OF PROCEDURE FOR  
CAREER STAFF PROGRAM

1. Reviews records (personnel folder) of eligible employee with particular emphasis on the three-year period of actual service with the Agency.
2. Secure information or clearances as follows:
  - a. Office of Training - request record of assessment and training given the employee.
  - b. Security Office - request security clearance. This is necessary since a security problem may have arisen and be in the process of settlement.
  - c. Medical Office - request clearance particularly with reference to any psychiatric aspects of the employee's medical record.
3. Prepare notice to employee notifying him of eligibility to apply for Career Staff membership.
4. Review employee's application and/or memorandum, if any.
5. Prepare brief for consideration by Panel of Examiners.
6. Place case on agenda for Panel meeting and call meeting. (Panel meetings occur daily.)
7. Attend Panel meeting and record actions.
8. Prepare and forward the Panel's recommendation to the Selection Board.
9. Prepare official notice to the employee of the action taken by the Selection Board.

OTHER PROGRAMS

Career Council - Provides administrative and professional support.

Honor Awards Board - Provides administrative support.